

Request for Proposal
Professional Engineering Services for the
Jim Crow over North Fork Yuba River Bridge Project
(Bridge 13C0027)
Federal Aid Project No. BRLO-5913 (055)



County of Sierra
Department of Transportation
101 Courthouse Square
Downieville, CA 95936

Interested firms should submit 2 copies and 1 electronic version, either PDF or Word format, of the Proposal no later than 2 PM on July 11, 2013 to:

County of Sierra
Department of Transportation
PO BOX 98
101 Courthouse Square
Downieville, CA 95936
Attention: Mr. Tim Beals, Director

Or if by U.S. Mail to:
County of Sierra
Department of Transportation
PO BOX 98
Downieville, CA 95936
Attention: Mr. Tim Beals, Director

The Proposal should be in the format identified herein. Any questions regarding this RFP must be directed to the Department of Transportation, Bryan Davey via phone at (530) 289-3201, or via email at bdavey@sierracounty.ws.

To be on the proposal holder list and to be assured of receiving all addendums and Requests For Information (RFIs) responses the following information must be submitted to Sierra County via e-mail at: bdavey@sierracounty.ws. All RFIs must also be submitted via e-mail to this address.

Company Name _____

Mailing Address _____

Primary Contact Name _____

Primary Contact e-mail address _____

Primary Contact phone number _____

Addendums and RFI's will be sent via e-mail to the primary contact submitted.

The County of Sierra is accepting proposals for professional engineering services for the following bridge project:

- Jim Crow Road over North Yuba River Bridge Project (Bridge No. 13C0027)

The tasks required to complete this project include project management, survey & base mapping, hydrology/hydraulic studies, geotechnical investigation, preliminary engineering, environmental studies/reports/permitting, final design, bid assistance and construction support services. A more detailed description of the tasks required to complete this project are defined in the Scope of Work section of this proposal.

The project is funded under the Federal Highway Bridge Program (HBP). Proposers are advised that, as required by federal law, the County of Sierra is implementing Disadvantaged Business Enterprise (DBE) requirements. The County has established an 8% DBE contract goal for the engineering design and environmental work for this project. The Consultant must complete and submit the form entitled Exhibit 10-O1 Local Agency Proposer DBE Commitment (Consultant Contracts) with this proposal. Additionally, the Consultant's attention is directed to the most current version of Exhibit 10-I of the Caltrans LAPM.

Project Description:

Jim Crow Road over North Yuba River Bridge Project (13C0027)

The Jim Crow Road over North Fork Yuba River Bridge (Bridge Number 13C-0027) carries local traffic over the North Fork of the Yuba River on Jim Crow Road approximately three miles north of Downieville in Sierra County, CA. The bridge provides access to the Shangri La Resort and three private residences. This structure is classified as Structurally Deficient (SD) with a sufficiency rating of 57.6, and is eligible for rehabilitation under the HBP administered for FHWA by Caltrans.

The existing bridge is a single-span structure with concrete deck on composite steel girder superstructure with seat type abutments supported on rock. This single-lane, two-girder, fracture critical bridge constructed in 1963, has an existing clear width of 13'-9" and metal beam bridge railings. Overall, the components of the bridge are in good condition with the exception of the concrete deck slab, and the paint system. Deterioration of portions of the concrete deck slab has been noted beginning in 1978. In 1984, Caltrans recommended that the deck slab be replaced. Portions of the paint system on both girders have failed, and Caltrans has recommended that the girders be painted. There are currently no utilities carried on the bridge.



It is proposed to rehabilitate the existing 76-ft long bridge while maintaining traffic through the site with minimal delays. The Average Daily Traffic (ADT) at the bridge site is reported to be 50 vehicles per day, with an estimated future ADT of 63 in the year 2028.

The proposed rehabilitated bridge would provide 14'-0" of clear roadway width and have standard California ST-30 Bridge Rails.

Scope of Work

The following is an outline of tasks required to do this work. The tasks should include, but not be limited to what is outlined below. Consultants preparing a proposal should elaborate on these tasks within their proposal.

1. Project Management & Coordination

- a. This task will include the Consultant's management of the project and coordination between County staff, subconsultants and other various state and federal agencies as required to complete the tasks defined within the project scope of work. The Consultant shall comply with all requirements within the HBP and Local Assistance Procedures Manual (LAPM).
- b. This task will also include all Quality Control (QC) and Quality Assurance (QA) work. The Consultant shall perform all work utilizing the design standards and criteria defined in the following documents:
 - i. Caltrans Bridge Design Details
 - ii. Caltrans Bridge Design Aids
 - iii. Caltrans Bridge Design Specifications
 - iv. Caltrans Bridge Design Practice
 - v. Caltrans Bridge Memo to Designers
 - vi. Various Computer Programs including CTBRIDGE and VBENT
 - vii. Caltrans Highway Design Manual
 - viii. Caltrans Standard Plans
- c. The County will complete all necessary documents required by the LAPM including authorization requests, finance letters and Scope/Cost/Schedule Change request.

2. Survey and Base Mapping

- a. The Consultant shall provide all work in order to complete topographic survey and base mapping for the project corridor. The work will include ground surveys, record data search and picking up sufficient record monumentation in order to prepare legal descriptions for the roadway and any additional acquisition.
- b. The Consultant shall also provide permanent survey control to be used for construction staking of the project.

3. Hydrology/Hydraulic Studies

- a. The Consultant shall prepare hydrology/hydraulic studies, a flood-plain risk assessment, and all work required for a Location Hydraulic Study (LHS), and a Design Hydraulic Report (DHS) appropriate for the project in accordance with the guidelines outlined in the current edition of the Caltrans Local Assistance Manual.

4. Geotechnical Investigation

- a. The Consultant shall provide all work in order to complete a limited geotechnical investigation appropriate for the project. The work shall include but not be limited to site visits, permits, subsurface exploration if required, laboratory testing, analysis and materials report.
- b. The County will work with the Consultant to provide an encroachment permit, if needed, from the Forest Service. Additional costs for permits needed from County departments other than Public Works will need to be paid by the consultant and/or subconsultant.

5. Preliminary Engineering

- a. This task will include all work to develop the roadway and bridge design to be used for environmental approval and serve as the basis for final design. The Consultant shall prepare a Type Selection/Project Report which will include project drawings, a description of alternatives, and preliminary engineer's estimate.

6. Environmental Studies/Permitting

- a. The Consultant shall complete all required studies, and prepare reports and other documentation necessary to obtain both National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA) clearance. Studies, reports, and other documentation required for NEPA clearance shall be provided to the County for submittal to Caltrans and the Forest Service for review and approval. The tasks shall include but not be limited to those items required in the Preliminary Environmental Study (PES) completed for the project.
- b. The Consultant shall coordinate and provide documentation to Caltrans in order to obtain NEPA environmental clearance. It is expected that Caltrans will prepare the NEPA environmental clearance document.
- c. The County will utilize the various reports and studies required in the above-referenced PES to prepare the CEQA Categorical Exclusion (CE). It is anticipated that a CE will be needed for this project. The County will process the CEQA documentation which will include submittal of the CE for public review and response to comments.
- d. The Consultant shall prepare the necessary environmental permitting packages for the project. It is anticipated that the following permits may be required:
 - i. Section 404 Permit (U.S. Army Corps of Engineers)
 - ii. Section 401 Water Quality Certification (Regional Water Quality Control Board)
 - iii. Streambed Alteration Agreement (Department of Fish and Game)

7. Final Design and Engineering Services

- a. The Consultant shall prepare roadway and bridge plans, specifications and estimates (PS&E) at 65%, 95% and final design. The plans shall include all civil and structural sheets as necessary for a biddable and buildable PS&E package.
- b. The Consultant will provide the bridge independent check following the 65% PS&E submittal.
- c. The Consultant shall provide QA/QC, constructability review, bridge design calculations and bridge quantity calculations. Plans, specifications, and estimates shall be prepared,

and improvements will be designed in accordance with the current Caltrans Procedures Manual, Standard Specifications and Plans, and Caltrans Bridge Design documents.

8. Utility Coordination

- a. The County will coordinate and prepare all correspondence with the utility companies during the preliminary and final design process. The County will coordinate the relocation (if required) and protection of the existing utilities for the project based on the information obtained from the various affected utilities.
- b. The Consultant shall provide the County all necessary exhibits and drawings needed for coordination with the utility companies. The Consultant will provide adequate openings to accommodate the addition of utilities in the bridge, if necessary.

9. Right-of-Way

- a. The County will be responsible for obtaining all necessary easements and/or right-of-way needed to accomplish the work associated with this project. The Consultant shall prepare the legal descriptions, plats, and Record of Surveys should acquisition of right-of-way and/or easements be needed.
- b. The Consultant shall provide the County any required electronic data files needed to prepare the necessary acquisition documents.

10. Bid Assistance and Construction Support Services

- a. The County will administer the contract bid process. The Consultant shall assist the County with the following items:
 - i. Clarification and information about the PS&E package during advertising and construction process
 - ii. Assist in answering questions regarding the bridge design that may arise during the contract bid process
 - iii. Assist in the preparation of any addenda to the PS&E during the advertisement period
 - iv. Provide engineering support services during the period of construction which may include but not be limited to review of submittals related to design and specialized materials, engineering support for design changes, change order review, review of shop drawings, review of false work plans, post tensioning calculations, and periodic field review if requested by the County.
- b. Consultant shall be responsible for resolving any errors in the design, which are identified during construction at no additional cost and in a timely manner to ensure construction delays are avoided or minimized.
- c. The Consultant shall attend the project pre-construction meeting and prepare/provide reproducible record drawings upon completion of construction.

The Consultant's attention is directed to the Proposal Requirements section.

EVALUATION CRITERIA

The Proposal for Professional Engineering Services submitted in response to this Request for Proposals will be used as a basis for selecting the engineering Consultant for this project. The Consultant's proposal

will be evaluated and ranked according to the criteria provided in Exhibit B “Evaluation Criteria” of this Request for Proposal.

CONTRACT REQUIREMENTS

The successful proposer will receive written notification of award of the RFP. Negotiations for contract agreement and payment will commence after notification. Final contract will need to be approved by County of Sierra’s County Counsel and the authorized representative to sign the contract. A sample agreement has been attached to the RFP for your use as Exhibit A. The Consultant will adhere to the provisions of this agreement. The Consultant will advise the County in the proposal of any provisions for which they have alternative wording or any provisions which they cannot accept.

PROPOSAL REQUIREMENTS

Request for Professional Engineering Services – Jim Crow Road over North Fork Yuba River Bridge Project (13C0027).

Due Date	Prior to 2:00 p.m. – July 11, 2013
Required Copies	Technical Proposal: Two (2) copies and 1 electronic version, either in PDF or Word format
Submit To	<p>County of Sierra Department of Transportation PO BOX 98 101 Courthouse Square Downieville, CA 95936 Attention: Mr. Tim Beals, Director</p> <p><u>or if by U.S. Mail to:</u> County of Sierra Department of Transportation PO BOX 98 Downieville, CA 95936 Attention: Mr. Tim Beals, Director</p>
Submittal Identification	The submittal package shall be clearly marked “Professional Engineering Services – Jim Crow Road over North Yuba River Bridge Project (13C0027)”

These guidelines are provided for standardizing the preparation and submission of proposals by all Consultants for professional services. The intent of these guidelines is to assist Consultants in preparation of their proposals, to simplify the review process by the County, and to provide standards to better compare proposals.

A maximum of thirty (30) single sided or fifteen (15) double sided pages will be submitted (including the introductory letter and resumes).

Proposals will contain the following information in the order listed:

1. Introductory Letter:

The Introductory (or transmittal) letter shall be addressed to:

Tim Beals, Director
County of Sierra Department of Transportation
101 Courthouse Square
Downieville, CA 95936

The letter will include the Consultant's contact name, mailing address, telephone number, facsimile number and email address. The letter will address the Consultant's understanding of the project and any other pertinent information the Consultant believes should be included.

The letter should also indicate any conflicts or non-acceptability of the terms and conditions of the contract agreement enclosed herein. Proposed deviations and modifications to the contract agreement should be noted and supporting reasons provided.

Changes to the agreement will not be considered by the County once Consultant selection has been completed.

2. Office Location Where Work will be Performed:

Include the office(s) where work will be conducted by the Consultant and subconsultant(s).

3. Qualifications and Experience:

Identify key staff and subconsultants proposed for the project team and their availability. Describe the responsibilities of the staff and extent of involvement with the project. Any changes in key personnel and subconsultants after the award of contract must be requested in writing and approved by the County before the change is made. Three references are to be listed for each subconsultant. References will be contacted as part of the selection process.

The proposal must clearly describe the Consultant's ability for undertaking and performing the work. It must list projects of very similar work performed by the proposed project team. These projects must illustrate the quality and past performances of the project team. A discussion of challenges faced, and solutions developed by the team are recommended. Contact names and current telephone numbers are to be provided for each project. The projects listed should include the names of staff and other team members involved in the work.

Supportive information and references in support of the Consultant's qualifications may include graphs, charts, photographs, resumes, references, etc., and is at the Consultant's discretion.

The Consultant is reminded that the proposal must be specific and concise.

4. Work Plan and Project Schedule:

The proposal will include a detailed work plan which clearly identifies the tasks, bench marks and time required for each segment and phase of the work.

The proposal will address the services listed in this RFP and other services which the Consultant believes are applicable to the project.

A comprehensive schedule of work tasks will be included. The schedule will indicate the start date and length of time for completion of each task. Functions carried out by subconsultants should be clearly indicated. An arbitrary start of work date of March 1, 2013 may be used. Use of MS Project or similar program is recommended.

5. Federal and State Requirements:

Consultant and subconsultants must meet all Federal and State requirements as may be applicable. Consultant should address such requirements in the proposal.

6. Supporting Information:

The Consultant may include resumes, brochures, and other supporting information in this section.

7. Fee Proposal:

The selected Consultant will be requested to provide a fee proposal with an estimated budget for each of the tasks included in the Scope of Services. Each task budget will include labor and expenses, including subconsultant costs. Labor budgets will be computed by multiplying the planned labor hours by the billing rates of each staff member or labor classification. The fee proposal spreadsheet will depict the tasks in the left column and each of the labor classifications, rates, expenses and subconsultant costs in the top row. Total task budgets and the total fee shall be shown in the right column.

CONSULTANT SELECTION PROCESS

After the period has closed for receipt of proposals, each proposal will be opened and examined to determine compliance with the requirements specified in the Request for Proposal (RFP). Any proposal that does not meet the format requirements will be eliminated from competition and returned to the Consultant. The County may reject any proposal if it is conditional, incomplete, or contains irregularities. The County may waive an immaterial deviation in a proposal. Waiver of an immaterial deviation shall in no way modify the RFP documents or excuse the Consultant from full compliance with the contract requirements if awarded the contract.

The selection panel will review each proposal that meets the format requirements. Panel members will individually evaluate each technical proposal in accordance with the evaluation criteria shown herein.

The panel members will meet to tally and average scores for each proposal. The technical proposals will be ranked based on the average scores. The selection panel will prepare the final ranking based on the criteria contained herein. Based on the rankings, the County may either decide to conduct interviews with the top two or three ranked firms, or the County may select a consultant directly from the final rankings.

The County will then request a Fee Proposal from the top ranked Consultant. If Fee Proposal is acceptable to the County reviewers and an agreement is reached, the top ranked firm will be recommended for award subject to approval by the Board of Supervisors. If agreement cannot be reached with the top ranked firm, the County will close negotiations and may enter into negotiations with the second ranked firm.

This Request for Proposal does not commit the County to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The County reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm, or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of the County to do so.

All products used or developed in the execution of any contract resulting from this Request for Proposal will remain in the public domain at the completion of the contract.

Upon approval of the selected Consultant by County, a mutually acceptable price will be negotiated; a written Agreement will be prepared, executed by the Consultant, and reviewed by the County for approval and execution. The Consultant will begin work immediately upon execution of the Agreement by the County.

Any proposal received prior to the time and date specified above may be withdrawn or modified by written request of the proposer. To be considered, however, the modified proposal must be received prior to the specified deadline. Proposals received after the time and date specified above will not be considered and will be returned to the proposer.

Unsigned proposals or proposals signed by an individual not authorized to bind the prospective Consultant will be rejected.

SELECTION PROCESS CRITERIA

The following criteria will be used in evaluating consultant RFP's:

- Understanding of the work to be done. (25%)
- Experience with similar kinds of work. (20%)
- Experience and qualifications of engineering staff. (15%)
- Experience and qualifications of sub consultants and personnel. (10%)
- Familiarity with State and Federal procedures. (15%)
- Financial responsibility. (5%)
- Demonstrated technical ability. (10%)

ADDITIONAL INFORMATION

The County of Sierra is an equal opportunity employer (EOE) and Disadvantaged Business Enterprises (DBEs) are encouraged to participate.

For additional proposal submittal or technical information, please contact Bryan Davey or Miriam Dines at (530) 289-3201.

Sincerely,

Bryan Davey
Engineer Technician

ATTACHMENTS:

Exhibit A - Sample Agreement
Caltrans Field Review Form
Caltrans Preliminary Environmental Study (PES)